

WASHCAP

Purpose: This category contains rules and procedures for the Washington State Combined Application Program (WASHCAP). WASHCAP is a simplified food assistance program for qualified SSI recipients.

WASHCAP delivers food assistance through an automated interface between Social Security Administration (SSA) and ACES. A client's application for SSI also acts as the application for food assistance. Clients who receive WASHCAP have a certification period for up to 24 months without having to visit the local community services office.

This category contains the following rules:

WAC 388-492-0010	Washington state combined application program (WASHCAP) definitions.
WAC 388-492-0020	What is WASHCAP?
WAC 388-492-0030	Who can get WASHCAP?
WAC 388-492-0040	Can I choose whether I get WASHCAP or regular food assistance?
WAC 388-492-0050	How do I apply for Washington state combined application program (WASHCAP) benefits?
WAC 388-492-0060	How do I get my Washington state combined application program (WASHCAP) benefits?
WAC 388-492-0070	How are my Washington state combined application program (WASHCAP) benefits calculated?
WAC 388-492-0080	Where do I report changes?
WAC 388-492-0090	How often does my Washington state combined application program (WASHCAP) case need to be reviewed?
WAC 388-492-0100	How is my eligibility for Washington state combined application program (WASHCAP) reviewed?

WAC 388-492-0110	What happens if my Washington state combined application program (WASHCAP) benefits end?
WAC 388-492-0120	What happens to my Washington state combined application program (WASHCAP) benefits if I am disqualified?
WAC 388-492-0130	What can I do if I disagree with a decision the department made about my Washington state combined application program (WASHCAP) benefits?

Effective September 1, 2002

WAC 388-492-0010 Washington state combined application program (WASHCAP) definitions.

"Assistance unit" (AU) -- For this chapter, a person who:

- (1) Is eligible to receive federal SSI,
- (2) Is 18 years old or older,
- (3) Meets the definition of living arrangement "A" (Social Security considers you as a separate household),
- (4) Has no earned income, and
- (5) States that they buy and cook food on their own.

"Centralized unit" -- The unit that handles all WASHCAP cases for the state except for cases that get services from a home and community service office (HCS). The centralized unit or HCS office processes new applications for WASHCAP benefits and handles current WASHCAP cases.

"SSA" -- Social Security Administration. A federal agency that issues all SSA and SSI cash benefits.

"SSA benefits" - A federal program that gives money to aged, blind, or disabled clients based on their past wages.

"SDX" - State data exchange. The computer system for exchanging information between SSA and DSHS regarding SSI applicants, beneficiaries, and terminated SSI beneficiaries.

"SSI benefits" -- Supplemental Security Income. The SSA federal cash grant program for needy aged, blind or disabled clients who did not have enough wages in the past to qualify for SSA benefits.

"WASHCAP" -- Washington state combined application program. A simplified food assistance program that automatically opens food assistance benefits for certain SSI clients.

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WAC 388-492-0020 What is WASHCAP?

WASHCAP stands for the Washington state combined application program. WASHCAP is a simplified food assistance program for clients that are eligible for SSI from SSA and meet some other basic requirements:

- (1) If you live in Washington state and are eligible for SSI, SSA asks you if you want to get food assistance benefits. If you meet the requirements of WAC 388-492-0030, you will get your food assistance benefits through WASHCAP.
- (2) If you are eligible for WASHCAP, SSA electronically sends us the information we need to open your benefits. You do not have to go to your local community services office to apply for food assistance benefits.
- (3) While you get WASHCAP benefits, you must report all changes to SSA. SSA automatically shares your information we need for your WASHCAP benefits. You can report changes to your WASHCAP worker, but you do not have to do so. See WAC 388-492-0080 regarding changes to shelter costs.

CLARIFYING INFORMATION**Medical Benefits for WASHCAP Clients**

The centralized unit or HCS office that has the WASHCAP food assistance case is also responsible for the client's medical assistance.

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WAC 388-492-0030 Who can get WASHCAP?

- (1) When you apply for food assistance, you can get WASHCAP benefits when you are eighteen years of age or older and:
 - (a) Are eligible to receive federal SSI benefits;
 - (b) Live alone or SSA considers you as a single household;
 - (c) Buy and cook your food separately from others you live with;
 - (d) Do not have any earned income.

- (2) You are not eligible for WASHCAP if:
- (a) You live in an institution; or
 - (b) You are under age twenty-two and you live in the same home as your parents.

CLARIFYING INFORMATION

Getting SSI

1. The client must be eligible for federal SSI. The amount a client is eligible to receive in SSI is on the SDX interface in ACES.
2. Client who lives in an institution:
Even though clients aren't eligible to get WASHCAP while they live in an institution, there is no overpayment or payment error if the client lives in an institution for less than 90 days **and** we weren't told that the client was there. If a WASHCAP client has lived in an institution over 90 days, any issuance after 90 days is an overpayment.

WORKER RESPONSIBILITIES

1. If you are a WASHCAP central unit worker or in HCS, close WASHCAP if you learn that a client is living in an institution. Go to the WASHCAP / SSI website and enter the client's name, social security number and "N" to delete the client from WASHCAP.
2. If you close WASHCAP and the client returned home after less than a full issuance month, reinstate the client's WASHCAP benefits.
3. If the client is in the institution for more than an issuance month, they must reapply for benefits. If they want food assistance right away, they must go through the regular food assistance application process.

Effective October 1, 2002

WAC 388-492-0040 Can I choose whether I get WASHCAP or regular food assistance?

You can choose to have regular food assistance benefits instead of WASHCAP benefits when:

- (1) Your shelter costs are more than four hundred ninety-nine dollars a month. We count the following items as a shelter cost:
 - (a) Rent or mortgage;
 - (b) Property taxes;
 - (c) Homeowner's insurance (for the building only); or
 - (d) Mandatory homeowner's association or condo fees.
- (2) Your out-of pocket medical expenses are more than thirty-five dollars a month;
- (3) You would get more benefits from being in the regular food assistance program; or
- (4) You are waiting to receive WASHCAP benefits.

CLARIFYING INFORMATION

1. **Opt-in/Opt-out of WASHCAP:**

Clients who are eligible for WASHCAP and meet one of the reasons to opt out of the program can switch between WASHCAP and regular food assistance as often as they want. A client who wants regular food assistance must complete the full application process for regular food assistance.

NOTE: If a WASHCAP eligible client does **not** meet the opt-out criteria, they must receive their food assistance benefits through WASHCAP.

2. **WASHCAP Calculator:**

We use either a web-based WASHCAP calculator or trial eligibility in ACES to determine a client's benefits under WASHCAP. The web-based calculator to determine a client's benefits under the WASHCAP program is located at http://147.56.243.75/webtest/washcap_calc.asp. [This website is only available to DSHS staff.]

3. WASHCAP / SSI Website:

We use a secure website to communicate WASHCAP eligibility issues with SSA. This includes adding a new client into WASHCAP, opting in, opting out, shelter changes, and loss of WASHCAP eligibility. The website is located at: <http://www2.wa.gov/dshs/start/washcap/login.asp> [This website is only available to DSHS staff.]

WORKER RESPONSIBILITIES**1. When a client wants to opt in or opt out of WASHCAP:**

- a. Check to see which program would give them more benefits. Use either trial eligibility in ACES or the WASHCAP calculator;
- b. Inform the client of the benefit amount they would get under each program;
- c. Explain the differences between WASHCAP and regular food assistance to the client; and
- d. Give or send the client a copy of "How is WASHCAP Different From Regular Food Assistance?".

2. Shelter costs as a reason to opt out of WASHCAP:

To determine if a client's shelter costs are more than \$499 a month, total the non-utility shelter costs. Don't use a SUA, LUA, TUA, or actual utility costs to decide if a client may opt out.

3. Opting out of WASHCAP:

- a. If you work in the WASHCAP central unit:
 - (1) Keep WASHCAP benefits open until eligibility for regular food assistance has been determined.
 - (2) Go to the WASHCAP / SSI website and enter the client's name, social security number and "N" to delete the client from WASHCAP.
 - (3) Transfer the medical AU to the appropriate CSO.

- (4) Send the client a letter telling them to apply for food assistance at the local CSO and provide them with the address of the CSO.

NOTE: ACES will close WASHCAP after an SDX interface is received with the WASHCAP shelter indicator changed to N in the SDX field "fs appl cd".

b. If you work at HCS:

- (1) Keep WASHCAP benefits open until eligibility for regular food assistance has been determined.
- (2) Go to the WASHCAP / SSI website and enter the client's name, social security number "N" to delete the client from WASHCAP.

NOTE: ACES will close WASHCAP after an SDX interface is received with the WASHCAP shelter indicator changed to N in the SDX field "fs appl cd".

Send the client an application and a letter telling them to apply for food assistance at the local HCS office and provide the address of the local office.

c. **If you work in a Community Services Office:**

- (1) Contact the WASHCAP central unit at **1-877-380-5784**. Inform the worker that the client wants to opt-out. The central unit will enter the "N" code on the WASHCAP / SSI website.
- (2) When an SDX interface is received with the WASHCAP shelter indicator removed, the WASHCAP benefits will close the first of the month following the month SDX interface is received.
- (3) If possible, use the same AU number for the regular food assistance case. Complete the application process for regular food assistance. See **APPLICATIONS** for information on the application process.

4. Opting in to WASHCAP:**a. If you work in the WASHCAP central unit or HCS:**

- (1) If the client does not already receive food assistance, send the client the one-page WASHCAP application to complete and return to the central unit or HCS office;
- (2) When you get the application, review it to see if the client is eligible for WASHCAP:
 - (A) If the client is eligible for WASHCAP, enter "A" or "B" shelter code on the WASHCAP / SSI website.
 - (B) If the client is not eligible for WASHCAP send the client a denial letter for WASHCAP.
 - (C) If the client is eligible for WASHCAP, ACES automatically opens WASHCAP benefits effective the first day of the month after SSA updates MSSICS.
- (3) ACES will not open WASHCAP the first of the following month if the benefits will decrease and there is not time for ten days advance notice. The conversion to WASHCAP will occur the month following the first of the month after WASHCAP eligibility is determined..

b. If you work in a Community Services Office:

- (1) If the client does not already have food assistance, give the client the one-page WASHCAP application. Offer to forward the completed application to the WASHCAP central unit, or let the client mail the application on their own.
- (2) The WASHCAP central unit will process the client's application for WASHCAP when they get it. If the client is eligible for WASHCAP, the central unit will automatically open WASHCAP benefits.
- (3) Do **not** transfer the paper file to the WASHCAP central unit.

- (4) If the client already has food assistance, contact the WASHCAP unit and they will convert eligible clients to WASHCAP.

Effective September 1, 2002

WAC 388-492-0050 How do I apply for Washington state combined application program (WASHCAP) benefits?

- (1) You apply for WASHCAP at Social Security Administration (SSA) when you apply for Supplemental Security Income (SSI). If you want food assistance, your SSA worker will ask you questions for WASHCAP eligibility when you have your SSI interview.
- (2) If you are eligible for WASHCAP benefits, your benefits will start the first of the month after the month you start getting on-going SSI benefits.
- (3) If you need food assistance in five days or less, you must apply for expedited service at:
 - (a) Your local community services office (CSO);
 - (b) Your local home and community services office (HCS) if you get long-term care services; or
 - (c) The SSA district office if you give them an application for expedited services when you apply for SSI. SSA forwards the food assistance application to the local CSO to process.
- (4) If you want food assistance before you get SSI, you must apply for regular food assistance at:
 - (a) SSA if you give them an application for food assistance when you apply for SSI;
 - (b) Your local CSO;
 - (c) Your local HCS office if you get long-term care services; or
- (5) If you get regular food assistance, these benefits will continue:
 - (a) Through the end of your certification period; or

- (b) Through the month before your WASHCAP benefits start.
- (6) If your regular food assistance ends before you are eligible for WASHCAP, you must reapply for these benefits to continue.
- (7) If you get regular food assistance and you become eligible for WASHCAP, we will automatically change your benefits to WASHCAP.

CLARIFYING INFORMATION**1. Food assistance applications taken at SSA:**

SSA only has the client complete page one of the regular food assistance application. SSA then faxes the application to the local CSO for processing.

2. WASHCAP application (DSHS 14-439):

The one-page application includes the following four questions to assist SSA in determining WASHCAP eligibility:

- Do you have earned income?
- Do you buy and cook your food separately from others who live with you?
- Are your monthly housing and utility expenses \$290 or more?
- Do you want food assistance benefits?

3. WASHCAP brochure (DSHS 22-480):

The WASHCAP brochure explains the client's rights and responsibilities under the WASHCAP program. Clients will get this brochure:

- a. From SSA when the client has their SSI interview; and
- b. Automatically from ACES when WASHCAP opens and at each recertification.

4. Expedited service:

Expedited Service is **not** available for WASHCAP. If a client needs expedited service, they must apply for regular food assistance.

5. How ACES decides that a client is eligible for WASHCAP:

ACES decides that a client is eligible for WASHCAP when the SDX shows the client:

- a. Is eligible for federal SSI benefits (we do not count the state supplement as federal SSI);
- b. Has no earned income;
- c. Is in living Arrangement "A" according to the SDX interface;
- d. Is single or separated; and
- e. Is at least 18 years old;

6. WASHCAP approval:

- a. WASHCAP will automatically open in ACES when an SDX file is received with a WASHCAP indicator of "A: or "B" in the "fs apply cd" field.
- b. When WASHCAP opens, the client gets approval letter 002-28. the conditional text in the letter explains:
 - (1) The client's current benefits, if the client is already receiving food assistance;
 - (2) The new WASHCAP benefit amount; and
 - (3) The amount the client would get for regular food assistance using the client's new SSI income.

7. When ACES does not automatically open WASHCAP:

ACES will not automatically open WASHCAP when:

- a. The client gets DO1 or DO2 medical;

- b. The client has a current food stamp disqualification; or
- c. The ACES living arrangement type for food assistance is one of the following:

AD	Adoption Support Non IV -E	IL	Invalid Living Arrangement
AE	Adoption Support IV -E	IM	IMD
AF	Alternate Living Facility (ALF)	IT	Involuntary Treatment Act in IMD
AS	Alien Sponsor, Home w/Spouse	JL	City/County Jail
BO	Boarder	JR	Juvenile Rehabilitation
BS	Boarding School	MR	IMR
CB	Commercial Boarding Home	NA	Non-Adatsa Alcohol & Drug Treatment Center
DC	Assisted Living Dept Contract	NF	Nursing Facility
FC	Foster Care Non-Title IV -E	PR	State/Federal Prison
FE	Foster Care Title IV -E	TA	Temporary Absence
FH	Adult Family Home	TF	Temporary Absence
GH	DDD Group Home (Large - 17+)	VH	Veteran Home
HS	Hospital		

WORKER RESPONSIBILITIES

1. When WASHCAP doesn't automatically open:

If ACES can't automatically open WASHCAP, the system sets an alert for the centralized unit or HCS worker. If you get this alert, take the following actions:

- a. Review the case to decide if the client is eligible for WASHCAP.
- b. Resolve the discrepancy that prevented the case from automatically opening or deny the AU if the client isn't eligible for WASHCAP.
- c. If the client isn't eligible for WASHCAP, go to the WASHCAP / SSI website and enter the client's name, social security number and "N" to delete the client from WASHCAP. This will prevent additional alerts.

2. When a WASHCAP-eligible client applies for food assistance at the CSO:

If a client who is eligible for WASHCAP applies for food assistance at the CSO, take the following actions:

- a. Process the application using the normal application and verification procedures; and
 - (1) If alternate amount does not appear on the FSFI screen, client is not WASHCAP eligible.
 - (2) If alternate amount does appear on the FSFI screen, then
- b. Transfer the case to the WASHCAP central unit (CSO 130). The central unit will get the transfer alert and update the website.
- c. The case will automatically convert when the SDX comes back with the WASHCAP indicator.
- d. Contact the WASHCAP unit to inform them that the new case should be WASHCAP.
- e. Do **not** send the paper file to the WASHCAP unit.

3. When the CSO receives a WASHCAP application in the mail:

If you get a WASHCAP application in the mail from someone who doesn't get regular food assistance, fax the application to the WASHCAP central unit at 360-413-3493. If the client has an active HCS case, forward the application to the client's HCS office.

4. When an HCS office or central unit receives a WASHCAP application:

If a client who appears to be eligible for WASHCAP applies for food assistance at an HCS office:

- a. If there is current information in ACES, review it. If there are discrepancies, contact the client to determine the correct information.
- b. If there is no current information in ACES, use the WASHCAP application to determine benefit levels.

5. **When a WASHCAP eligible client doesn't want to apply for regular food assistance:**

If a WASHCAP eligible client does not want to go through the process of applying for regular food assistance at the CSO;

- a. Tell the client that WASHCAP benefits start the first of the month after the month SSA puts WASHCAP in their system. Example: SSA put WASHCAP in their system in April - the benefits start in May. If the client chooses to wait for WASHCAP they will lose some benefits.
- b. If the client chooses to wait for WASHCAP, fax the application to:
 - (1) The WASHCAP central unit at 360-413-3493 or
 - (2) The client's HCS office if they have an active HCS case.

NOTE: If the client isn't eligible for WASHCAP, the WASHCAP worker at the central unit or HCS office will deny the client's application. If the client wants to receive regular food assistance, send a regular application for benefits.

Effective September 1, 2002

WAC 388-492-0060 How do I get my Washington state combined application program (WASHCAP) benefits?

- (1) If you are eligible for WASHCAP, you will get your food assistance benefits through electronic benefits transfer (EBT).
- (2) The department issues your EBT food assistance benefits according to WAC 388-412-0025.

CLARIFYING INFORMATION

Issuing an EBT / QUEST Card

- 1. When ACES opens WASHCAP, it triggers the Citibank system to mail an EBT / Quest card and PIN to the head the assistance unit unless the client:

- a. Had an AU opened in the current or previous 4 calendar months to which EBT benefits would have been sent; or
 - b. Gets food benefits and is switched to WASHCAP.
2. WASHCAP clients will get their EBT / Quest card in the mail within 7 days of when the SDX interface data shows WASHCAP was approved. Clients will get their PIN 2 days after they get the EBT / Quest card.
3. If a client does not get their EBT / Quest card and PIN in the mail because the mail was lost or misdirected, they can get a replacement by:
 - a. Calling the WASHCAP Central Unit at 1-877-380-5784 to have their worker issue a new card and PIN through the mail;
 - b. Calling the Citibank Help line at 1-888-328-9271 to have Citibank issue a new card and PIN through the mail; or
 - c. Going to the local office (CSO) to have someone issue a card and PIN over-the-counter.
4. Clients can use their EBT / Quest card as soon as food assistance benefits are deposited into their account. See WAC 388-412-0025 for information about when a client will get their food benefits deposited into their EBT account.

Effective October 1, 2002

WAC 388-492-0070 How are my Washington state combined applications program (WASHCAP) benefits calculated?

We calculate your WASHCAP benefits as follows:

- (1) We begin with your gross income. (Social Security Administration (SSA) tells us how much income you have.)
- (2) We subtract one hundred thirty-four dollars from your gross income to get your countable income.
- (3) We figure your shelter cost as follows:
 - (a) If SSA tells us you pay three hundred two dollars or more a month for shelter, we use three hundred twelve dollars as your shelter cost; or

- (b) If SSA tells us you pay three hundred one dollars a month or less for shelter, we use one hundred fifty dollars as your shelter cost; and
- (c) We add the current standard utility allowance under WAC 388-450-0195 to determine your total shelter cost.
- (4) We figure your shelter deduction by subtracting one half of your countable income from your shelter cost.
- (5) We figure your net income by subtracting your shelter deduction from your countable income.
- (6) We figure your WASHCAP benefits (allotment) by:
 - (a) Multiplying your net income by thirty percent and rounding up to the next whole dollar; and
 - (b) Subtracting the result from the maximum allotment under WAC 388-478-0060.
 - (c) If you are eligible for WASHCAP, your assistance unit will get at least ten dollars food benefits each month.

CLARIFYING INFORMATION

A client's WASHCAP benefits are calculated based on the shelter code entered on the WASHCAP / SSI website. This code is added to the client's WCAP screen in ACES when an SDX is received with the WASHCAP shelter code indicator. Updating a client's shelter cost in ACES without sending this information to SSA through the website will **not** change the client's WASHCAP benefit amount.

WORKER RESPONSIBILITIES

If you work in the WASHCAP central unit or at HCS and you become aware that a client's shelter costs have changed, confirm the change and notify SSA using the WASHCAP / SSI website if the client's monthly **non-utility** shelter costs changed from:

1. Under \$302 to at least \$302 - (**Code A** - at or above \$302); or
2. At least \$301 to under \$301 (**Code B** - At or below \$301).

Effective December 1, 2001

WAC 388-492-0080 Where do I report changes?

- (1) You report all changes to Social Security Administration (SSA) according to their reporting requirements. Social Security reports these changes to your department of social and health serves (DSHS) worker. SSA will not accept or report shelter cost changes until SSA does its redetermination.
- (2) You do not have to report any changes to DSHS.
- (3) You can choose to report the following changes to your Washington combined application project (WASHCAP) worker to see if you will get more food assistance benefits:
 - (a) A change in your address;
 - (b) An increase in your shelter costs; or
 - (c) An increase in your out-of-pocket medical expenses.
- (4) If changes are reported to DSHS, proof will be required.

CLARIFYING INFORMATION

1. Social Security requires clients to report within 10 days after the month in which the change occurred.

EXAMPLE

Client moves on the 15th of January. The client must report this change to Social Security by February 10th.

2. SSA transmits the information through the SDX interface. ACES either acts on the changes or sends an alert for the worker.
 - a. ACES will automatically take the following actions:
 - Open WASHCAP for a client who applied for WASHCAP at the SSA office and they don't already get food assistance. ACES will deny the month that SSI was approved and open the following months on WASHCAP.

- Convert an existing food assistance case to WASHCAP. Regular food assistance benefits will convert to WASHCAP the month after WASHCAP codes A or B are added to the client's SDX.
 - Transfer a CSD WASHCAP case to the WASHCAP central unit.
 - Send WASHCAP clients the WASHCAP application 60 days before the client's certification period ends.
 - Close WASHCAP when the client no longer meets WASHCAP eligibility requirements.
- b. ACES will send an alert to the worker in the following situations:
- The client has current ADATSA coding on the INST screen.
 - The living arrangement on an active case prevents the case from auto opening.
 - Someone else is an active client on the client's current food assistance AU.
 - ACES shows earnings but the SDX does not.
 - The demographics in ACES and SDX do not match. This prevents the case from auto opening.
 - The client is a recipient on any AU with another member.
 - The client is a recipient on a D01 AU.
 - The client is permanently disqualified from food stamps.
 - The client is pending on food assistance AU with another client.

WORKER RESPONSIBILITIES

1. If you work in a CSO and a client reports any changes, forward the information and any supporting documentation to the WASHCAP central unit.

2. Change of address:

If you work in the WASHCAP central unit or at HCS and client reports a change of address:

- a. Update ACES to reflect the client's current address; and
- b. Remind the client to report this change to SSA to meet SSI reporting requirements.

3. Changes to shelter costs:

If you work in the WASHCAP central unit or at HCS and you become aware that a client's shelter costs change, confirm the change and notify SSA using the WASHCAP / SSI website if the client's monthly **non-utility** shelter costs changed from:

- a. Over \$290 to at least \$290 (**Code A** - At least or above \$290); or
- b. At least \$289 to under \$289 (**Code B** - At or below \$289).

4. Increase in medical costs:

If a client reports their medical costs are over \$35 a month change, confirm the change and review the client's case and advise them of the benefits they would receive if they opt out of WASHCAP as described under WAC 388-492-0040. Let the client choose whether they want to stay in WASHCAP or receive regular food assistance.

Effective September 1, 2002

WAC 388-492-0090 How often does my WASHCAP case need to be reviewed?

- (1) Your eligibility for WASHCAP benefits must be reviewed at least every twenty-four months.
- (2) Your certification period is the amount of time your assistance unit is eligible for WASHCAP benefits.

CLARIFYING INFORMATION

1. The certification period starts the first of the month following the month the client is approved for on-going SSI benefits when the client is not currently receiving food assistance.
2. When a client becomes eligible for WASHCAP benefits and currently gets food assistance, ACES sets the certification period by:
 - a. Adding the number of months the client already received food assistance benefits during the current certification; and
 - b. Subtracting this total from a 24-month certification.

EXAMPLE

Client was approved benefits from November through October (1 year). The client starts getting SSI and becomes a WASHCAP client effective with February benefits. The client received food assistance benefits from November through January in the current certification (3 months). ACES will subtract 3 months from the 24-month certification. The client's first WASHCAP certification period is 21 months.

WORKER RESPONSIBILITIES**Review a client's eligibility to Op-Out of WASHCAP**

If a client who opted out of WASHCAP does not meet the opt-out criteria to receive regular food assistance, take the following actions:

1. Recertify the food assistance benefits using the normal application and verification procedures;
2. **If you work in a CSO:**

Transfer the case to the WASHCAP central unit (CSO 130).

The central unit will get the transfer alert and update the case. The case will automatically convert when an SDX interface is received with the WASHCAP shelter code indicator.

NOTE: Do **not** send the client's paper file to the WASHCAP unit.

3. If you work at HCS:

Go to the WASHCAP / SSI website and enter the "A" or "B" shelter code as appropriate. The case will automatically convert when an SDX interface is received with the WASHCAP shelter code indicator.

Effective September 1, 2002

WAC 388-492-0100 How is my eligibility for Washington state combined application program (WASHCAP) reviewed?

- (1) If Social Security Administration (SSA) reviews your Supplemental Security Income (SSI) eligibility, they will also complete your review for WASHCAP benefits. SSA sends us this information electronically.
- (2) If SSA does not review your SSI eligibility, we will mail you a one-page application two months before your WASHCAP benefits end. You must complete and return this application to the WASHCAP unit or your local home and community services office (HCS).
- (3) We do WASHCAP reviews by mail. If you bring your WASHCAP application to the local office, we will process the application as follows:
 - (a) If you get long-term case services, your local HCS office will process your application; or
 - (b) If you do not get long-term care services, the local office will forward your application to the WASHCAP central unit.
- (4) If we get your completed one-page application after your WASHCAP benefits end, we will reopen your benefits back to the first of the month if:
 - (a) We get your application form within thirty days from the end of your certification period; and
 - (b) You are still eligible for WASHCAP.
- (5) If your application is not complete, we will return it to you to complete.
- (6) If you are no longer eligible for WASHCAP benefits, we will decide if you are

eligible for regular food assistance. We may ask you to give us more information or verification if we cannot make a decision with the information we have.

- (7) If we get your completed one-page application form more than thirty days after your benefits end, your WASHCAP benefits open the first of the next month after you turn in your application and SSA shows you are eligible for WASHCAP in their system.
- (8) If you want regular food assistance while you are waiting for WASHCAP benefits, you must apply for these benefits at the local CSO or HCS office.

CLARIFYING INFORMATION

- 1. If the SDX shows that the client has completed a SSI redetermination, ACES automatically updates the client's review period for a new 24-month period starting with the month after the date the review was completed.
- 2. If the SDX does not show a redetermination date within the past 24 months, ACES will not update the client's review period. ACES sends the client a review letter and the one page application (DSHS 14-439) sixty days before the end of the certification.
 - a. ACES sends the client an additional reminder letter 30 days before the end of the certification; and
 - b. The case will automatically close if it is not recertified by deadline.

EXAMPLE

On June 1st ACES sends the client a one-page application form. The recertification was not done because the client did not complete and return the application form. The case closes July 31st. On August 12th, the client returns the completed application. The worker reopens the WASHCAP case back to August 1st.

Effective September 1, 2002

WAC 388-492-0110 What happens if my Washington state combined application program (WASHCAP) benefits end?

- (1) If your WASHCAP benefits end because you did not have the review required under WAC 388-492-0100, you must finish the required review or apply for food

assistance at your local community service (CSO) office or home and community services (HCS) office.

- (2) If your WASHCAP benefits end because you are disqualified for food assistance under WAC 388-400-0040, you are not eligible for regular food assistance. If you get medical assistance, we will send your medical assistance case to your local office. If you are a HCS client, your medical case will remain at HCS.
- (3) If your WASHCAP benefits end because SSA stopped your SSI benefits:
 - (a) We will send you an application for regular food assistance and information about what you must verify in order to get benefits and tell you where to take your application to find out if you are eligible for benefits. If you are an HCS client, your case will remain at your HCS office.
 - (b) You will still receive the same medical benefits until we decide what medical programs you are eligible for under WAC 388-418-0025.
- (4) If your WASHCAP benefits end for any other reason:
 - (a) We will send you an application for regular food assistance along with:
 - (i) The address of your local office; and
 - (ii) Information about what you must verify in order to get benefits.
 - (b) If you get medical assistance, we will send your medical assistance case to the local office unless you are a HCS client;
 - (c) For the office to decide if you are eligible for food assistance, you must:
 - (i) Finish the application process for food assistance under chapter 388-406 WAC; and
 - (ii) Have an interview for food assistance under WAC 388-452-0005.

CLARIFYING INFORMATION

If we close WASHCAP benefits for a client that gets services through HCS, the case stays with HCS as long as they still get HCS services.

Effective September 1, 2002

WAC 388-492-0120 What happens to my Washington state combined application program (WASHCAP) benefits if I am disqualified?

- (1) If you are disqualified from receiving SSI for any reason, you will not be able to get WASHCAP food benefits. See WAC 388-492-0030, Who can get WASHCAP?
- (2) If you are disqualified from receiving food assistance for any reason, you will not get WASHCAP food benefits. This includes clients who:
 - (a) Are ineligible for food assistance under WAC 388-400-0040(9); or
 - (b) Did not cooperate with quality assurance as required under WAC 388-465-001. [Ed. Note: This WAC reference is incorrect. The correct WAC reference is WAC 388-464-0001.]

CLARIFYING INFORMATION

1. ACES runs a cross-match on every new case with the Disqualified Recipient System (DRS) file to identify all intentional program violation (IPV) cases.
2. If ACES gets a State Data Exchange (SDX) showing a client is WASHCAP eligible but the information on ACES shows the client is currently disqualified from food assistance, ACES will not open WASHCAP.
3. ACES will send the client a letter explaining that they are disqualified from receiving food assistance and the date the disqualification ends.
4. When the disqualification ends, ACES will send a State Verification Exchange System (SVES) inquiry to request a current SDX record.
5. ACES monitors the SANC screen and ongoing disqualification interface.
 - a. If the client's disqualification is extended, ACES will send the client a new disqualification letter telling the client the new end date.
 - b. If the client's disqualification is shortened, ACES will change the date that it sends the SVES inquiry based on the new end date.

6. If a client is permanently disqualified from food assistance, ACES sends an alert to the worker.

WORKER RESPONSIBILITIES

1. Disqualification alerts:

- a. If you get an alert about a client's disqualification, review the case to see if you should apply the disqualification:
 - (1) If the client is disqualified, close the case following adverse action rules. See chapter 388-458 WAC for advance notice rules. Send client a letter to inform them of the disqualification and the date the disqualification will end. See WAC 388-418-0020 for Effective Dates for Changes.
 - (2) If the disqualification is not valid (i.e. the disqualification period is over), document your actions.
- b. If you get an alert that shows the client is permanently disqualified:
 - (1) Update the (SANC) screen in ACES.
 - (2) Send a letter to the client about the disqualification; and
 - (3) Document in the record that the client is permanently disqualified from food assistance and the reason for the disqualification.

2. Cooperation with Quality Assurance:

If you receive a notice that a client refused to cooperate with Quality Assurance, follow the Worker Responsibilities under WAC 388-464-0001.

Effective September 1, 2002

WAC 388-492-0130 What can I do if I disagree with a decision the department made about my Washington state combined application program (WASHCAP) benefits?
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| <ol style="list-style-type: none">(1) If you disagree with a decision about your benefits, you may ask for a fair hearing. |
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- (2) You can ask for a hearing by contacting the central unit, home community service office or any responsible department or office of administrative hearings employee.
- (3) See chapter 388-08 WAC for information on the fair hearing. [Ed. Note: This is an incorrect reference. See chapter 388-02 WAC for fair hearing information.]

CLARIFYING INFORMATION

WASHCAP clients have the same fair hearing rights as other clients. This includes the right to continued benefits pending a hearing.

WORKER RESPONSIBILITIES

1. If a client requests a hearing, keep the WASHCAP case with the Central Unit or Home and Community Services office until a decision is made. For information about fair hearings, see **FAIR HEARING** - Hearing Request.
2. If WASHCAP benefits were terminated and you are waiting for a fair hearing decision, open a regular food assistance case for the continued benefits. Enter in the social security income and shelter costs that were used for the WASHCAP case. Make sure that the food assistance benefits issued are the same amount the client received under WASHCAP.
3. Set an alert to check on the fair hearing decision.
4. If the fair hearing decision is in favor of the Department, take the action to reduce or terminate the benefits.
5. Set up an overpayment for any amount the client was overpaid through continued benefits.

ACES PROCEDURES

See Interface Data - WASHCAP

How is WASHCAP different from regular food assistance?

Federal regulations set the rules for the food assistance programs. See the table below for some of the differences between WASHCAP and food assistance:

WASHCAP	Regular Food Assistance
The WASHCAP food assistance application is one page long. The interview for SSI is also the interview for WASHCAP.	The application for food assistance is longer, and clients must complete an additional interview
A client must get SSI to be eligible for WASHCAP.	A client does not have to get SSI to be eligible for food assistance.
A client is eligible for WASHCAP if they get SSI benefits and SSA determines that the client: <ul style="list-style-type: none"> • Meets the definition of "Living arrangement A" (living alone); • Purchases and prepares food separately; and • Has no earned income. 	We decide if an assistance unit is eligible for food assistance based on the client's living arrangements, who they purchase and prepare food with, and other eligibility factors under WAC 388-400-0040 and 388-400-0045.
A client must complete an application for benefits every 24 months unless SSA has recertified their SSI benefits. When SSA has recertified a client's SSI benefits, their WASHCAP benefits are automatically extended for 24 months from the date SSA recertified the client's SSI.	Depending on the client's age and other circumstances, a client may have to complete an application and have an interview for benefits every 3 to 24 months.
A client does not have to give us proof of their circumstances. SSA gives us this information.	A client must give us proof of their income, rent or mortgage, utilities, medical expenses, living, and eating arrangements.
A client must tell SSA about changes within ten calendar days after the month the change happened. The client does not report this change to DSHS.	A client must report changes to the local office within ten days of when they knew about the change. The client may have to provide proof of the changes. If the client gets SSI, they must also tell SSA about the change within ten calendar days after the month the change happened.
A client's WASHCAP benefits start the first of the month after the month SSA starts	A client's food assistance benefits usually start from the date the client applied for

ELIGIBILITY A-Z**WASHCAP**

their ongoing SSI benefits. We do not prorate WASHCAP benefits.	food assistance benefits. We determine the exact date the client's benefits are effective under WAC 388-406-0055. We prorate the first month's benefits based on this date.
We do not offer expedited service for WASHCAP benefits.	A client that qualifies for expedited service can get food assistance within five days of the date the client applied for benefits.